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BUSINESS SERVICES NEWSLETTER



Volume I, Issue 3

August 22, 2006

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Agency Accounts

Agency accounts classified as "Funds Held for Others," are established for temporary resources held by the University as custodian or fiscal agent for individual students, departments, employee or faculty organizations.

In addition to traditional Agency accounts described above, the University may establish Agency accounts for meetings, seminars, training sessions, and workshops to cover incidental costs such as meals, speakers, training materials, and refreshments. Fees charged for such events should be reasonable, and intended to cover only the costs

associated with a particular event. Fees cannot be used as a means of generating revenue for an organization, department, or related event.

Agency accounts will be reviewed annually to ensure compliance, and every two years for activity. Those accounts with no activity for two consecutive fiscal years will be closed.

To request a new agency account complete the agreement form located at:

http://www.kennesaw.edu/businessservices/worlddocs/Agency_Account_Agreement.doc. Send the original, signed

agreement to Jaimie Ward at MB#3501 for approval.

When submitting an AGSS request for payment from an agency account, please send all backup documentation to Jaimie Ward at MB#3501 for review and approval. For additional information, please contact Jaimie at x6010 or email jward@kennesaw.edu.



Inventory

Asset Management would like to extend a big thank-you to all the departments that made Inventory 2006 a huge success. Ninety-nine percent of Inventory Sheets were returned to Business Services before the May 31, 2006 deadline.

In order to comply with Board of Regents and DOAS regulations, physical inventories must be performed every year. Therefore, Asset Management is already taking steps to prepare for Fiscal Year 2007 Inventory. Beginning in August of 2006, each department must choose a month in which to complete their inventory. Inventory must

be completed by May 31, 2007.

All inventory coordinators must contact Anna McCoy at extension 4447 or email her at amccoy6@kennesaw.edu by September 29, 2006 in order to schedule a month to perform your physical inventory. Then Inventory Sheets will be distributed to your department on the first day of the selected month and due back to Asset Management by the last day of that month.

Please remember limited spaces are available in May 2007, so don't wait until the last moment to complete this important task.





Web Payments Project—Policy Approvals

Martha Roth and Wayne Denison are Co-Project Leaders for the Web Payment Project for KSU. On November 15, 2005, the following policies were approved by Dr. Black, Dr. Hinds, Mr. Holley, and Dr. Bowen:

1. The use, storage and transport of sensitive data will be monitored by a Data Review Team (DRT) comprised of representatives from Business & Finance, SSES, the CIO Division and the KSU Internal Auditor. Sensitive information currently

includes Social Security Number (SSN), credit/debit card information, bank account information and personal identity information.

2. All payments/receipts accepted at KSU will be via one of the following methods:

- ◆ A KSU ERP System: Banner or PeopleSoft
- ◆ KSU Mall (MarketPlace)
- ◆ Departmental Systems approved by the DRT



3. Storage of sensitive information will be limited to sites with DRT approval. Departments will need to demonstrate both the need for sensitive data and facility security to gain approval.
4. Sensitive information will not be transported electronically except by methods whose security is approved by the CIO Division. Email is not considered secure.



PCard Audits

While monthly audits of Pcard purchases show cardholders' improvement in compliance with the tax exempt status of KSU, dozens of incorrect uses have been found. The most prevalent errors are:

- ◆ Employee travel
- ◆ Purchase of office supplies from Office Max and Staples instead of Office Depot, the State contracted vendor
- ◆ Lack of prior approval from ITS for purchase of hardware/software

As a reminder, PCard statements with all necessary receipts are due on the last business day of the month. Following is a schedule of statement due dates and associated posting date ranges for the remainder of 2006:

Statement Due

August 31, 2006
September 29, 2006
October 31, 2006
November 30, 2006
December 22, 2006

Posting Date Range

July 15 through August 15
August 16 through September 15
September 16 through October 13
October 14 through November 15
November 16 through December 15



If you are unsure about whether the PCard can be used for a particular item, call Procurement at x6214.

AGSS — Focus Group

As noted in the May newsletter, we are in the process of developing a major enhancement to the current AGS system. Since this is such an interactive system, and the proposed changes will be profound, please accept this invitation to participate in the process.

We hope to form a focus group of ten to fifteen people from across campus who

currently use the AGS system either as request creators or approvers. As with any large project, we know there will be areas we have overlooked or not addressed thoroughly enough. We want to roll out an end product that will expedite payment to vendors, aid in budget management, and be user-friendly. If you are interested in being included in the focus group, please e-mail Karen Gardner at kgardner@kennesaw.edu. We look forward to meeting with you.



Notes of Interest

Staff Changes:

Kimberly Fendley has joined Accounting & Analysis as an Accountant II responsible for PCard Administration and Operations bank reconciliation.

Kimberly comes to us from Appalachian Technical College in Jasper, GA where she served as an Accounting Technician and Asset Manager. Kimberly holds a B.S. in Technical Management from DeVry University and an Associates Degree in Accounting from Appalachian Tech.

Banner Line Item Charge:

The KSU Health Clinic has been using the Banner Line Item charge since July 1, 2006. Using the Line Item service, they post student charges directly to their account in Banner. According to Anne Nichols, Director KSU Health Clinic, the system is great

and she highly recommends it. "We no longer have to deal with making deposits, which is a huge time saver. We no longer have to deal with cash."

If you have questions about the Line Item charge process, contact Card Services at (770) 499-3436.

Faculty Pay Dates:

Full-time faculty pay dates are the last working day of the month beginning with August and running through May.

Part-time faculty for Fall Semester 2006 will receive payments on the following dates:

- ◆ 9/29/2006
- ◆ 10/31/2006
- ◆ 11/30/2006
- ◆ 12/22/2006



KSU Online Pay Advice

You may now view the most current **18 months** of both payroll and reimbursement detail through any computer with Internet access. The paper copy advice will still be produced and distributed thru September 30, 2006 to give employees time to become familiar with the new online function. To ensure accuracy, we suggest that you take time now to compare your last pay stub to the information available online. You can compare any recent reimbursement detail to the online information as well.

To access **KSU Online Pay Advice**, follow this procedure:

1. Access the **KSU Intranet Home Page** and click on "**KSU Public Website**" or go directly to the KSU Public Website at: <http://www.kennesaw.edu/>
2. Highlight "**Faculty and Staff**"
3. Go to "**Shortcuts To...**"
4. Go to "**Online Pay Advice**"
5. Click on either of the available **Online Pay Advice Login Shortcuts**
6. On the Login page, **enter your Net ID and Password**. [If you need help with your Net ID and/or Password, go to <http://netid.kennesaw.edu> and follow the instructions to set up a new Net ID and Password or to secure help with your current Net ID and Password.]
7. On the Online Pay Advice Main Page, verify all personal information for accuracy. If you need to change personal information, a link to the **Employee Data Change Form** is available at the top of this page. Select

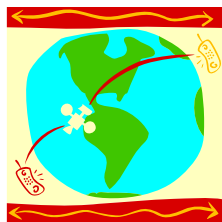
the pay date that corresponds to your paper advice date. Compare each entry from the paper advice to the corresponding entry on the online advice. **Report any discrepancies immediately to KSU Payroll** [payroll@kennesaw.edu] or **KSU Accounts Payable** [acctspayable@kennesaw.edu].

For those employees without desktop computers, you can use one of three PayOwls available at **Plant Ops**, the **Library**, and the **Bursar's Office lobby** located in the Student Center.

For assistance, contact Don Humphrey at x3672.



International Tax Compliance



The International Tax Office is responsible for examining all requests for payment to international vendors and international visitors. No payments are to be made unless the international vendor/visitor is able to provide the necessary and appropriate immigration and tax documenta-

tion to the International Tax Office.

General Information:

Kennesaw State University follows:

- ◆ Internal Revenue Service (IRS) regulations that govern the taxation of payments to nonresident aliens, which are different from those that govern payments to U.S. citizens and resident aliens; and
- ◆ Guidelines established by The U.S. Citizenship and Immigration Service (USCIS) when making payments to foreign

scholars, students and visitors.

These regulations determine the tax status and proper procedure for processing payments to foreign nationals. Kennesaw State University will make payments of this type to Foreign Nationals with B-1, B-2, WB or VT visas. The visa holder must complete the following documents **BEFORE** payment can be made:

- ◆ Honorarium Eligibility Certification
- ◆ Foreign National Information Form
- ◆ W8BEN

International Tax Compliance (cont'd)

Please be aware that visa holders are not eligible to receive payment for certain activities. Paying them for these activities violates their immigration status and could result in future immigration problems or their deportation. Please protect Kennesaw State University and our international visitors by verifying this information **PRIOR TO the activity taking place.**

Eligibility for Payments:

U.S. Citizenship and Immigration Services (USCIS) regulations are very specific about what types of payments may be made to each visa type, who may make the payments,

and what type(s) of employment verification documents are required for the nonresident alien to receive payments. For an abbreviated list of common visa types, restrictions, and documentation, please visit our website at <http://www.kennesaw.edu/businessservices/>.

Standard Withholding Rates for Nonresident Aliens:

Wages/Employment Compensation

- ◆ Employment compensation is taxed at graduated rates; employees of Kennesaw State University must complete a W-4 and a G-4 at the time of hire.
- Scholarships/Fellowships

- ◆ F, J, M, and Q visas—taxed at 14%
- ◆ All other visas—taxed at 30%

Honoraria, Independent Services Payments, Royalties, Awards, Prizes and other payments

- ◆ All visas—taxed at 30%

If you have any questions regarding visa types or payments to foreign nationals contact Nancy Sanders, 770-499-3536 or nsanders@kennesaw.edu.



Payroll Changes

Our Payroll Manager, Tonia Brown, has accepted a position elsewhere. We wish Tonia the best in her new endeavors. Willie Jones has decided to move back to Albany to be closer to family.

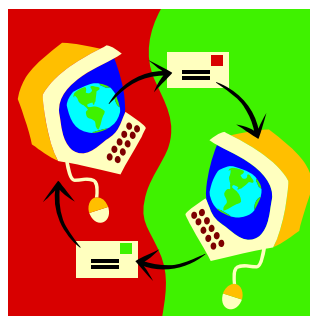
We are pleased to announce that Jaimie Ward is our Interim Payroll Manager. We will be conducting a search for a permanent Payroll Manager in the next several months. Two new permanent and one temporary Accounting Professionals have joined the Payroll Department. James Maumus is a Certified Payroll Professional with 35 years of payroll experience. James relocated from New Orleans

and has prior University experience. Julie Rowe has worked in payroll since 1993. Julie has relocated from South Carolina and has a degree from Purdue University. Sarah Cannon joins us from the University of Kentucky accounting department. She has a degree from Kentucky Christian University.

Effective August 21, 2006 Human Resources is also responsible for Payroll.

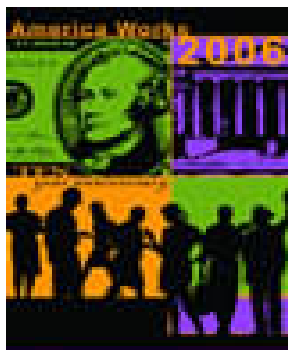
The payroll department is working to respond to all Kronos tickets and payroll emails submitted since July 1, 2006. If you submitted an email or Kronos ticket prior to that date and feel the issue has not been resolved, please send in another ticket and/or

email. Thank you for your patience during this time of transition.





KSU Celebrates Workers with More than Just Pay!



KSU is joining in the salute to the American worker and payroll professionals by participating in National Payroll Week, September 5-11, coinciding with the nation's Labor Day celebration.

There are over 2,000 people employed at KSU who expect that their paychecks be accurate and on time. National Payroll Week is a public awareness campaign that pays tribute to you and the more than 140 million people who work in the United States. National Payroll week highlights the payroll professionals who support the American system by not only processing your wages, but also reporting your earnings and withholding employment taxes, which keep America running smoothly.

With each and every check issued, our University's payroll department is required by law to withhold the correct deductions for federal, state and local taxes. (American payroll professionals collect and report 66% of all federal revenues.) Any delay or error has serious financial consequences that not only affect you, but KSU's bottom line.

"A paycheck that has a single mistake can result in notice-

able morale problems and reduced productivity" says Jim Maumus, CPP (Certified Payroll Professional), one of the Payroll Specialists on the KSU Payroll Department staff. "It is our job to ensure that each and every employee is paid accurately and on time."

The payroll department of KSU is staffed with skilled professionals who are experts at meeting deadlines and answering employee inquiries and who know all local, state and federal tax rules and regulations. Have you ever wondered what percentage of your salary should be deducted for FICA, SS, MED, TSA's, TRS, etc., much less what these abbreviations mean? Where does your money go between "gross pay" and "net pay"? These and other questions can be answered by your colleagues: Jaimie Ward, Julie Rowe, and Jim Maumus, CPP, in the payroll department. They are the ones who shoulder the responsibility for paying you correctly—a task that is not as simple as it sounds.

Why? Because "Payroll is the one employer function where 99.9% accuracy is simply not good enough," says Jim Maumus, CPP. "Its operations are regulated more closely than perhaps any other company division and scrutinized by a myriad of local, state and federal agencies, auditors, collection agents, and of course, by the KSU employees."

National Payroll Week was designed to honor payroll professionals, but also to celebrate all American workers, because they generate

the revenue needed to maintain and continue to build this country.

Our payroll department is showing its community spirit by participating in National Payroll Week. KSU continues to grow and prosper through the teamwork of its employees who pay their fair share and those who administer the system.

National Payroll Week is spearheaded by more than 21,000 members of the American Payroll Association in partnership with federal and state agencies, NPW National Sponsors, local chambers of commerce, professional tax and human resource associations, and companies across the United States.

